



Employee Handbook

Visit Sarasota County Employee Handbook

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1. WELCOME TO VISIT SARASOTA COUNTY

Welcome to the Sarasota Convention and Visitors Bureau, Inc., d/b/a Visit Sarasota County! As the official tourism authority for Sarasota County, Visit Sarasota County oversees sales and marketing promotion for the destination. We welcome our new employees and extend our thanks and appreciation to those of you who have worked with Visit Sarasota County for an extended period of time.

Visit Sarasota County (the Company) is a small organization where teamwork and cooperation play a vital role. We believe each employee contributes to the success and growth of our organization. Each employee should be able to assist co-workers when called upon and keep them informed of their activities, projects, and travel. Employees should always feel free to bring employment concerns or suggestions to the attention of the President & CEO.

We treat all people with respect and courtesy and create an environment that supports the attainment of their personal and professional aspirations. Information sharing is an important element of this environment. Visit Sarasota County (VSC) is committed to doing its part to provide you with a satisfying work experience.

We created this handbook as a source of information about our Company's important policies and benefits that affect you. Please keep it as a reference. On occasion, some of the information in this handbook may change.

2. VISIT SARASOTA COUNTY VALUES

“We model our values as a team, and in our service to our community partners and the guests that we welcome to Sarasota County.”

	KINSHIP	We lead with kindness - cultivating a community in which you feel welcomed, connected, and included. “Kindness first.”
	CREDIBILITY	We earn trust through collaborative, quality acts of service and transparent, honest, consistent communication. “Sunshine Promised, Sunshine Delivered.”
	RESPECT	We honor your time and your perspective- fostering an inclusive and harmonious environment for visitors and community members. "Inside-Out Courtesy, Outside-In Charm!"
	FUN	We intentionally choose joy - creating celebratory atmospheres for our partners, visitors, and ourselves. “We make it a good day on purpose.”

Values were created by the VSC team in Spring 2024 and will be re-evaluated by the team annually.

3. INTRODUCTION TO EMPLOYEE HANDBOOK

There are several important things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all possible applications of, nor exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor. Neither this handbook nor any other Company document confers any contractual right, either expressed or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific duration and may be terminated at will, with or without cause, and without prior notice, by the Company; you may also resign for any reason at any time.

Second, the procedures, practices, policies, and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur. Any amendments to this handbook will supersede the policy, procedure, practice, or benefit that had existed previously.

Third, this handbook and the information in it should be treated as secret and confidential. No portion of this handbook should be disclosed to others, except for Visit Sarasota County employees and others affiliated with Visit Sarasota County whose knowledge of the information is required in the normal course of business. You are expected to read, understand, and comply with all provisions of and amendments to this handbook. This version of the handbook supersedes all prior versions.

4. EMPLOYMENT PRACTICES

4.1 NATURE OF EMPLOYMENT

Employment with Visit Sarasota County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Visit Sarasota County may terminate the employment relationship at will at any time, with or without cause, as long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed as constituting contractual obligations of any kind or a contract of employment between Visit Sarasota County and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time at the company's sole discretion.

4.2 EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

Equal Employment Opportunity has been, and will continue to be, a fundamental principle at Visit Sarasota County, where employment is based upon personal capabilities and qualifications without discrimination based on race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information, gender identity or expression, military or veteran status, or any other protected characteristic established by law. Reasonable accommodation will be provided for disabilities and religious practices.

This policy of Equal Employment Opportunity applies to all policies and procedures relating to recruitment and hiring, compensation, benefits, termination, and all other terms and conditions of employment.

Employees' questions or concerns should be referred to the VP of Finance and Administration. Appropriate disciplinary action may be taken against any employee willfully violating this policy.

4.3 EMPLOYMENT CATEGORIES

It is the intent of Visit Sarasota County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. The right to terminate the employment relationship at will at any time is retained by both the employee and Visit Sarasota County.

All employees are designated as either Non-Exempt or Exempt under state and federal wage and hour laws. Employee classifications are as follows:

- **Non-Exempt employees** are those who are not exempt from the minimum wage and overtime pay requirements of the Fair Labor Standards Act (FLSA). Any employee who is not classified as exempt is non-exempt. Non-exempt employees are further classified as either hourly or salaried as follows:
 - **Hourly non-exempt employees** are entitled to minimum wage and overtime pay of at least one-and-one-half (1.5) times their regular rate of pay for all hours worked in excess of 40 hours in any workweek.

- **Salaried non-exempt employees** receive a fixed salary for their fluctuating workweek, such that they receive the fixed salary for all hours worked and are also entitled to receive overtime pay of at least one-half (0.5) times their regular rate of pay for all hours worked in excess of 40 hours in any workweek.
- **Exempt employees** are generally managers, professionals, administrative, or technical staff who are exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

For purposes of employment, Visit Sarasota County classifies employees into certain categories:

Full-time: An employee who is scheduled to work a minimum of 40 hours per workweek and is qualified for full-time benefits per eligibility requirements.

Part-time: An employee who is scheduled to work less than 32 hours per week and is not eligible for full-time benefits.

INTRODUCTORY PERIOD

Newly hired employees will review the New Hire materials with the VP of Finance and Administration. They will provide the proper documentation to comply with all federal and state laws. Every employee is employed on an introductory basis for the first ninety (90) days after the employee's date of hire. This introductory period serves as a probationary period and provides the employee with the opportunity to decide if the job suits them and for Visit Sarasota County to determine whether the employee is suitable for continued employment. Receipt of a positive evaluation at this three-month anniversary does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship.

The first ninety (90) days of an employee's employment with Visit Sarasota County is considered probationary for purposes of Florida's reemployment assistance (formerly known as unemployment compensation) law. Should the employee's employment with Visit Sarasota County end for any reason, including if Visit Sarasota County releases the employee from employment within the first ninety (90) days because of unsatisfactory work performance, Visit Sarasota County will not have its account charged for any reemployment assistance benefits that the employee may be eligible to receive under Florida's reemployment assistance law.

BACKGROUND CHECKS

Visit Sarasota County reserves the right to perform background checks on any and all candidates for employment to ensure suitability for employment. You will be provided notice of any background screening before the process begins, as well as information regarding the nature of the screening and the basis for the request. You will also be provided with a Summary of Rights and a release form for your signature under the federal Fair Credit Reporting Act prior to any screening conducted pursuant to this policy.

IMMIGRATION LAW COMPLIANCE

Visit Sarasota County is committed to employing only U.S. citizens and aliens who are authorized to work in the U.S., and Visit Sarasota County does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact Visit Sarasota County's President & CEO or VP of Finance and Administration. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

4.4 WORK FROM HOME

Visit Sarasota County assigns all team members to work primarily from VSC's offices or from home. The ability to work from home is a privilege, dependent on job description, and granted by Visit Sarasota County management; therefore, it may be rescinded at any time. Failure to meet goals and deadlines may result in rescinding work-from-home privileges. Failure to receive approval for working from home is cause for disciplinary action, up to and including termination.

Employees working from home are required to follow all policies and procedures as outlined in this handbook. Employees are expected to attend meetings in person in the office or other locations as required to accomplish their tasks, regardless of whether it is scheduled on an in-office day. If an employee fails to follow these policies and procedures or their personal and team goals, management may rescind the employee's right to work from home at any time. Additionally, failure to attend a scheduled meeting may result in the employee using paid time off or unpaid time. The employee's supervisor has sole discretion to require the employee to perform work functions in the office.

For job descriptions that are eligible to work from home, the employee (managers and coordinators) must work at least 20 hours in the office each week unless otherwise excused by the employee's supervisor. Failure to work in the office as assigned may result in the employee using paid time off or unpaid time.

Team members are expected to work from their homes or other local/regional locations as agreed and authorized by VSC. Team members shall ensure that they have regular, uninterrupted, secure access to the internet. Team members shall ensure that their work area allows for confidential communications (i.e., telephone or Teams (or similar platform) meetings) and that their computer and work papers are maintained such that others living in or visiting the household will not have access to them.

Team members shall maintain their VSC/Administrative offices work area in a manner that is free of tripping and other hazards. Any time spent driving to and from work is not considered on the clock. VSC does not permit staff to take work calls in the car “on the clock,” as you’re expected to be at a stationary and safe location.

In the rare event that, while an employee is on approved vacation leave, the employee is required by their supervisor to participate in a meeting or tend to an urgent matter, the employee may be permitted to work remotely for those specific purposes and will note the worked time on their timesheet, which can have those hours deducted from the employee’s used vacation hours.

4.5 VIRTUAL WORK ENVIRONMENT

All VSC team members, whether assigned to work from VSC’s facility or from home, will be working in a virtual work environment when participating in telephone conferences and Teams (or similar platform) meetings. Team members are expected to ensure that their virtual work environments are free from external noise and other distractions and to display a work-appropriate background while using the video function during meetings. Team members are expected to adhere to VSC’s Personal Appearance and Attire policy while working in the virtual work environment.

4.6 AMERICANS WITH DISABILITIES ACT (ADA) REASONABLE ACCOMMODATION

Our company is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodation where appropriate. In general, it is an employee’s responsibility to notify Visit Sarasota County of any need for accommodations. Upon doing so, an employee may be asked for input regarding the type of accommodation believed to be necessary or the functional limitations caused by the disability.

Also, when appropriate, Visit Sarasota County may require an employee’s permission to obtain additional information from the employee’s physician or other medical or rehabilitation professionals.

Employees who believe they require a reasonable accommodation to perform their essential job duties must direct any request to Visit Sarasota County’s President & CEO or VP of Finance and Administration. Although the availability of a particular accommodation or any accommodation at all is not guaranteed, the company will endeavor to offer a reasonable accommodation where circumstances permit, and no undue hardship would result to the company. Absolutely no adverse action will be taken against any employee making a request under this policy.

4.7 BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Visit Sarasota County are built upon the principles of fair dealing and ethical conduct of our employees. In addition, the continued success of Visit Sarasota County is dependent upon the trust of our partners and stakeholders,

and we are dedicated to preserving that trust. Employees owe a duty to Visit Sarasota County and its partners and stakeholders to act in a way that will merit the continued trust and confidence of the public through high standards of conduct and personal integrity.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your supervisor, the President & CEO, or the VP of Finance and Administration for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every Visit Sarasota County employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including termination of employment.

4.8 PERSONNEL RECORDS

Visit Sarasota County's policy is to treat employee information in a confidential manner. Personnel files are the property of visit Sarasota county. Employees may review their files in the presence of Visit Sarasota County's President & CEO or VP of Finance and Administration. It is most important that Visit Sarasota County has current information on each employee. Occasions arise when employees must be contacted at home. Additionally, emergencies may arise when it is necessary to contact the person you have chosen to be called in case of an emergency.

Employees are required to notify Visit Sarasota County's VP of Finance and Administration at once whenever there is a change in the employee's name, address, email address, telephone number, family status (marriage, divorce), beneficiary status, number of dependents, or military status.

4.9 PERFORMANCE REVIEWS

Employees are provided with written performance reviews on an annual basis, typically at the end of each fiscal year. Visit Sarasota County will provide the employee with a detailed written performance review that measures the employee's performance and progress on a multitude of job-related factors. Merit pay increases, if earned and applicable, will typically be effective at the beginning of VSC's next fiscal year. However, a performance review does not necessarily indicate an adjustment in pay; its function is to review the employee's job performance in relation to management's expectations for the job.

4.10 EMERGENCY CLOSING/SEVERE WEATHER

Visit Sarasota County remains open in all but the most extreme circumstances. Unless an emergency closing is announced for the entire organization, all employees are expected to report to work at their assigned location. However, employees assigned to work at VSC's offices are urged to use their discretion in deciding whether they can commute safely to work. When an emergency closing has not been declared for an employee's assigned work location, any employee who does not report to work because of inclement weather or school closures has the option of taking PTO or, in the case of an hourly non-exempt employee, leave without pay.

Only by authorization of the organization's President & CEO will Visit Sarasota County cease operations due to emergency circumstances or severe weather. In the event Visit Sarasota County ceases operations due to an emergency or severe weather, all employees scheduled to work on the day of such cessation will receive regular pay for the hours they would have normally worked, up to a maximum of three (3) workdays.

An Emergency Operations Team consisting of the President & CEO, VP of Finance and Administration, and all other VSC Directors is responsible for monitoring weather and emergency conditions for the purposes of communicating to team members and implementing emergency plans.

5. EMPLOYEE CONDUCT

5.1 APPLICATION TO ALL EMPLOYEES

VSC's Employee Conduct policies set forth in this Article 5 apply to all VSC employees regardless of their assigned work location. The terms "workplace," "work premises," and the like, as used in the Employee Conduct policies, include VSC's office, an employee's home or other approved remote work location, the virtual work environment, and any other location where a VSC employee is performing work on behalf of VSC.

5.2 EMPLOYEE CONDUCT & WORK RULES

Visit Sarasota County expects its employees to observe common-sense rules of honesty, integrity, good conduct, and general job interest, and to follow safe practices and adhere to commonly accepted standards of good behavior. Each employee is also expected to act professionally, extend the highest courtesy to co-workers, visitors, and partners, and demonstrate our commitment to extraordinary quality in the services we provide. In our industry, as in any business, rules are necessary. These rules outline certain conduct that will not be tolerated, and violations may result in disciplinary action, up to and including termination.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace. The following are examples of conduct that may result in disciplinary action, up to and including termination of employment:

1. Falsifying time records
2. Improperly using the timekeeping system, as indicated in this Handbook
3. Refusal to carry out work assignments or to work overtime when required
4. Theft, misappropriation, or concealment of property
5. Deliberate waste of, damage to, or attempted damage to materials, supplies, or property
6. Fighting on work premises or while performing work duties
7. Threats to employees, partners, or visitors, including threats of harm (physical or verbal)
8. Violation of health and safety rules, policies, practices, or procedures
9. Being absent from work without notification or prior approval (which may include job abandonment)

10. Being under the influence of or distributing alcohol or illegal drugs while on work premises or performing work duties
11. Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating company-owned vehicles or equipment
12. Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (Note: Pursuant to Florida law, employees who are licensed to carry concealed weapons are not prohibited from keeping a gun locked in their personal vehicle in the parking lot)
13. Immoral, indecent, or illegal conduct in the workplace or while performing work duties
14. Leaving the workplace during working hours without permission
15. Willful acts or gross negligence resulting in actual or potential serious injury to employees or damage to property
16. Failure to properly report a work-related accident, injury, or serious illness
17. Insubordination or using abusive language toward management, including failure to follow workplace rules and supervisor instructions
18. Handling or performing personal affairs/business during work hours
19. Violation of security procedures
20. Working unauthorized overtime
21. Unauthorized use of telephones, computers, mail, email systems, or other company-owned equipment
22. Unauthorized disclosure of business “secrets” or confidential information
23. Failure to arrive at or depart from work on time
24. Inefficiency, lack of initiative on the job, inattention to duties, or unsatisfactory work performance
25. Unreported or excessive absences and tardiness
26. Dishonesty
27. Disruptive activity in the workplace
28. Speeding or reckless driving on worksite property or while on company business
29. Not wearing a seatbelt when operating a vehicle while on company business
30. Creating or contributing to unsanitary conditions
31. Engaging in horseplay or any physical activity that could cause injury or damage to property
32. Moonlighting, including with a competitor
33. Violation of the anti-harassment policy set forth herein

The aforementioned list of unacceptable practices is not all-inclusive. Any questions regarding these employee conduct rules should be directed to the VP of Finance and Administration.

5.3 ATTENDANCE

To maintain a safe and productive work environment and meet the needs of our clients and business associates, Visit Sarasota County expects employees, regardless of their assigned work location, to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and VSC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their

supervisor as soon as possible (at least 15–20 minutes prior to the scheduled start time). Poor attendance and excessive tardiness are disruptive and may lead to disciplinary action, up to and including termination of employment.

Absence from work for three (3) consecutive workdays without proper notification will be considered a voluntary resignation.

5.4 DRUG AND ALCOHOL USE

Visit Sarasota County endeavors to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in the appropriate mental and physical condition to perform their jobs safely and satisfactorily.

While on Visit Sarasota County premises or conducting business-related activities off the organization's premises, no employee may manufacture, use, possess, distribute, sell, or be under the influence of alcohol, illegal drugs, or controlled substances. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform essential job functions effectively and safely.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment. Such violations may also have legal consequences.

Nothing in the foregoing policy shall prohibit employees from enjoying beer, wine, or cocktails in a responsible manner at company-sanctioned social events, whether inside or outside the workplace. (Note: Section 6.7 / Entertainment states that a VSC employee cannot consume alcohol when responsible for driving a client.)

5.5 SMOKING

Per state law and in keeping with Visit Sarasota County's intent to provide a safe and healthful work environment, smoking is not allowed anywhere in VSC's offices. This policy applies to smokeless tobacco as well. Smoking is permitted only during specified break times and only outside the building. Breaks for smoking should be limited to two per day. Employees who smoke outside the office before starting work or during their specified break times must wash their hands before beginning work. Employees who smoke should also ensure that their hair and clothes do not smell of smoke while at work.

5.6 PERSONAL APPEARANCE AND ATTIRE

Visit Sarasota County expects all team members to take pride in their appearance by reporting for work properly dressed, well-groomed, and adhering to acceptable hygiene standards. You are a representative of Visit Sarasota County, regardless of whether or not you have direct contact with our partners or stakeholders. Part of the impression you make on others depends on your choice of dress and hygiene.

Hair must be properly cleaned, combed, trimmed, and neatly styled with natural hues. Team members must adhere to common hygiene standards and be free of bodily odor. If employees

choose to wear perfume/cologne, they should select a light scent and apply it sparingly. Team members who do not adhere to this policy will be instructed to depart and return to work in accordance with our guidelines (in which case, the time away from the office may be unpaid if the employee is classified as non-exempt).

Visit Sarasota County requires all team members to wear appropriate business casual attire, including appropriate undergarments, during their scheduled working hours, Monday through Friday, whether working at VSC's offices, attending internal or external virtual meetings, or attending in-person meetings at VSC's offices or partner properties. Examples of acceptable and unacceptable attire for various settings are listed below:

ACCEPTABLE VSC OFFICE ATTIRE

- Jeans in good repair (without holes or fraying)
- Colored denim pants
- Cropped dress slacks
- Capris (mid-calf length)
- Dress slacks
- Dockers, khakis
- Suits
- Dresses (hemline not more than 2 inches above the knee)
- Skirts (hemline not more than 2 inches above the knee)
- Blazers; sport coats
- Dress shirts (with or without a tie)
- Oxford-style shirts (button-down, long-sleeve)
- Collared polo shirts (two or three-button, short or long sleeve)
- Sleeveless VSC logo golf shirts
- Blouses (sleeveless is acceptable)
- Sweaters
- Socks
- Dress shoes, loafers, sandals with a strap across the heel
- Flat leather or canvas sneakers, with or without laces

ACCEPTABLE ATTIRE FOR INTERNAL VIRTUAL MEETINGS

- Acceptable VSC Office Attire
- T-shirts without graphics or lettering (VSC logo t-shirts okay)
- Sweatshirts without graphics or lettering (hoods must be down)
- Shorts or skorts
- Hats

UNACCEPTABLE ATTIRE FOR INTERNAL VIRTUAL MEETINGS

- T-shirts or sweatshirts with graphics or lettering (VSC logo t-shirts okay)
- Hooded sweatshirts with hoods up
- Revealing clothing

If team members are attending a FAM or site visit at an outdoor venue, they are required to wear a Visit Sarasota County name badge and closed-toe shoes (sneakers or athletic shoes are permitted). To maintain a professional yet comfortable appearance, tube tops are deemed inappropriate.

At times, due to the venue and itinerary, shorts or athletic clothing may be appropriate. Team members should consult their supervisor regarding appropriate attire before participating in a FAM or site visit.

Occasionally, VSC staff are expected to work outside, and when doing so, they are allowed to wear acceptable outdoor clothing appropriate for the task at hand.

A good rule of thumb is to dress for your day and match the dress code of those you will be meeting with. For example, if you will be meeting with hotel staff and teams, it is expected that you dress professionally, as their staff would be dressed.

Please do not wear workout attire to the office or show up sweaty or unclean. There is a shower downstairs in the administrative offices that is available for team members to use on their personal time before reporting to work.

5.7 OUTSIDE EMPLOYMENT

The employee's position with Visit Sarasota County is considered the employee's primary job. Any outside business relationship, with or without compensation, or any additional job, must be approved by Visit Sarasota County's President & CEO and must not conflict with the business interests of the company. If Visit Sarasota County determines that an employee's outside work interferes with their performance or ability to meet the job requirements of Visit Sarasota County (as may be modified from time to time), the employee may be asked to terminate the outside employment if they wish to remain employed with Visit Sarasota County. Failure to adhere to this policy may result in discipline, up to and including termination. Employees may not use VSC time to conduct other business and must indicate any stop/start time on their timesheet as appropriate if taking phone calls or responding to non-VSC-related business during the workday.

5.8 CONFLICTS OF INTEREST

A conflict of interest occurs when outside activities or personal interests interfere, or appear to interfere, with an employee's ability to objectively perform their job or act in the best interests of Visit Sarasota County. Employees must not knowingly place themselves in a position that would have the appearance of being in conflict with the interests of Visit Sarasota County. All employees are prohibited from:

- Providing services to a company that offers services similar to those of Visit Sarasota County unless expressly authorized in advance by the Board.
- Holding financial or other interests in a company that provides services to Visit Sarasota County.
- Using Visit Sarasota County time, facilities, or assets for any purpose not part of the employee's job.

- Holding financial or other interests in a tourism-related company in Sarasota County unless expressly authorized in advance by the Board.

If a member of the employee's immediate family is involved in any activities or investments that pose a potential conflict of interest, the employee must disclose this to their direct supervisor. Employees may work for another employer while working for Visit Sarasota County, as long as the outside job does not interfere with their ability to give full time and energy to their Visit Sarasota County job and does not constitute a conflict of interest as defined above. Ownership of shares of stock in a mutual fund of companies doing business with Visit Sarasota County is not regarded as a conflict.

Employees should report to management any attempts to steal or vandalize Visit Sarasota County property, including documents, equipment, intellectual property, personal property of other employees, cash, or any other items of value.

5.9 ANTI-HARASSMENT POLICY

Visit Sarasota County believes all individuals should be treated with dignity and respect. All forms of intimidation, discrimination, harassment, hostile work environments, and retaliation based on an employee's race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information, gender identity or expression, military or veteran status, or any other protected characteristic as established by law are strictly prohibited and will result in discipline, up to and including termination. Harassment of any kind is prohibited, regardless of who commits it, including supervisors, managers, employees, and non-employees. Accordingly, Visit Sarasota County will not tolerate derogatory, offensive, or other inappropriate remarks, slurs, or jokes.

Visit Sarasota County expressly prohibits and has zero tolerance for sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Conduct that an employee may reasonably regard as intimidating, hostile, or offensive is likewise expressly prohibited. Such conduct may include, but is not limited to, sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual; sexually offensive or degrading jokes or stories; sexually offensive gestures; displays of sexually explicit photographs or images, including downloads of such images onto company computers; and unwelcome hugs, kisses, massages, or other physical contact.

Although the above describes harassment based on sex, these policies equally prohibit conduct of a similar nature based on race, color, religion, sex (including pregnancy), age, national origin, disability, genetic information, gender identity or expression, military or veteran status, or any other protected characteristic as established by law.

This policy prohibiting harassment applies to all employees of Visit Sarasota County, volunteers, customers, vendors, and anyone else doing business with Visit Sarasota County. Prohibited conduct includes behavior on company property or in the course of company business. This policy also protects applicants.

Anyone who observes or is subjected to any prohibited harassment, discrimination, or retaliatory conduct must promptly report the matter to the VP of Finance and Administration in writing. The written complaint must include a description of the unwelcome behavior, dates when the conduct occurred, any discussions with the individual in question, the dates of such discussions, the individual's responses, and the names of any witnesses who are known to have, or may have, observed the behavior or discussed the matter with the complainant. All complaints will be taken seriously and promptly investigated. Complaints will be treated as confidentially as possible, consistent with the need to investigate. Retaliation against anyone for complaints or reporting activity made in good faith is strictly prohibited. Any employee contacted by Visit Sarasota County's President & CEO or VP of Finance and Administration regarding their knowledge of the complaint must cooperate by fully and completely responding to all questions and providing any related information.

If it is determined that a violation has occurred, Visit Sarasota County will take prompt, effective, and appropriate remedial action, which may include discipline up to and including termination. In the event that the report has been made by a victim of the prohibited conduct, the complainant will be informed of the outcome. In all other cases, Visit Sarasota County will determine the amount of information, if any, to be shared with the reporting employee.

Employees who are not satisfied with Visit Sarasota County's investigation or response to the complaint, or who believe the President & CEO or VP of Finance and Administration is responsible for the discrimination, harassment, or retaliation, are encouraged to discuss the situation with the Board Chair, who will take appropriate action, including reopening the investigation or reevaluating the remedial action taken.

5.10 VIOLENCE IN THE WORKPLACE

Visit Sarasota County does not tolerate any type of workplace violence committed by or against employees, customers, or visitors. Employees are prohibited from making threats or engaging in violent activities. The list of prohibited behaviors, while not exhaustive, includes:

- Causing physical injury to another person
- Making threatening remarks
- Engaging in aggressive or hostile behavior that creates a reasonable fear of injury or subjects another individual to emotional distress
- Intentionally damaging employer property or property of another employee

- Possessing a weapon on company property or while on company business (except for firearms kept locked or out of sight in an employee's vehicle, provided the employee is licensed to possess the firearm)
- Committing acts motivated by or related to sexual harassment or violence

Any potentially dangerous situation must be reported immediately to Visit Sarasota County's President & CEO or VP of Finance and Administration.

5.11 CREDIT CARD POLICY

It is the policy of the organization to issue credit cards to individuals whose job descriptions require travel and entertainment to promote Sarasota County and support personnel for administrative purposes. Individuals receiving a credit card will sign a Credit Card Issuance Form. Individuals incurring expenses via credit cards will remit a completed Check Request Form within seven business days of an expenditure or series of expenditures. However, if the expenditure exceeds \$200.00 and is not covered by an approved Travel/Expense Authorization Form or Hospitality Form, approval must be obtained from the employee's Director or President & CEO by email or on an authorization form. Employees must reconcile their individual credit card statements within five (5) business days of receipt and provide the same to SA, ensuring that SA has all backup documentation for the expenditures. The VSC credit card may not be used for personal purchases. Failure to adhere to these guidelines will result in revocation of charge card privileges and/or termination of employment. It is the policy of the organization to have credit card master statements addressed directly to the President, who will review the charges, investigate unusual transactions, and approve payment. Airfare and hotel points accumulated by the employee shall be owned by the employee, in compliance with Federal rulings. Benefits gained from the use of the credit card will be the property of VSC. In addition to a VSC credit card, the VP, President, and Director of Sales are issued an AMERICAN EXPRESS PLUM Card, which has an early pay discount of 2% and an open spending limit. To maximize the discount and VSC funds, when possible, the PLUM card should be used for purchases of more than \$500. The use of credit cards must follow all VSC Purchasing Policies requiring estimates or bids or an approved VSC Sole Source or VSC Procurement Exemption Request form prior to credit card use. The employee is responsible for obtaining all proper estimate and bid documentation and including said documentation with the Check Request Form, whether the employee uses his or her individual company credit card or the company PLUM card.

5.12 GIFTS AND ENTERTAINMENT

Accepting any gift of more than nominal value or entertainment that is more than a routine social event can appear to be an attempt to improperly influence an employee's decisions regarding customers, vendors, consultants, or the like. Employees should observe the following standards when deciding whether or not to accept gifts.

- **Gifts** – Employees may not accept a meal or a gift from any company that might currently be bidding on Visit Sarasota County business. "Currently bidding" should be construed to mean any company that has requested or received an RFP package for any Visit Sarasota County

contracted good or service. Employees may not accept gifts such as merchandise or products, as well as personal services, meals, or favors, unless they have a value of less than \$100. This dollar limit is intended to allow the acceptance of gifts of nominal value and to foster ongoing relationships with customers, suppliers, and consultants. Gifts of any amount may never be solicited. A gift of cash or securities may never be accepted. In all cases, no matter the value, employees must report all gifts or attempts at offering a gift to their supervisor using the Company Gift & Report Form. The form is to be signed by the supervisor and given to the Staff Accountant for filing.

- **Entertainment** – Normal business entertainment, such as lunch, dinner, theater, sporting events, and the like, is appropriate if of a reasonable nature. The purpose of accepting such business courtesies must be to hold bona fide business discussions or to foster better business relations. Employees should report (in advance, if practical) all accepted entertainment to their supervisor using the Company Gift & Report Form. (This may exceed \$100 – and the type of relationship or networking accomplished should be noted on the form.)

- **Travel & Lodging** – Employees may not accept payment for or a gift of free transportation, lodging, or other travel expenses unless traveling as part of a group hosted by an industry partner (such as a FAM trip). If the employee is an invited participant on a panel, workshop, or speaker by an outside party, the employee may accept lodging or travel expenses. Employees should report such offers to their supervisor in advance. If the outside party reimburses the employee for transportation, lodging, or other expenses that were paid by Visit Sarasota County, the reimbursement payment should be given to Visit Sarasota County. Employees may not accept fees for speaking.

5.13 CODE OF ETHICS POLICY (ADOPTED JULY 6, 2011)

Visit Sarasota County's ethical standards embrace not only the letter of the law but also the spirit of the law. To that end, we must apply honesty and decency to every aspect of our mission. We must not sacrifice ethics for expedience.

EMPLOYEE RESPONSIBILITIES

Employees are expected to comply with both the letter and spirit of our Code, Visit Sarasota County policies and procedures, and the laws and regulations that govern our business. Employees should be alert to any situations that could violate these standards or other Visit Sarasota County policies. Employees should report suspected violations, issues, or concerns to their supervisor, the President & CEO, or the Board of Directors Chairman. If employees are unsure how to perform their duties in accordance with these Standards, they are expected to seek advice or clarification. When in doubt, ask.

Visit Sarasota County management shall provide an annual refresher course on the ethical responsibilities and procurement training required for all Visit Sarasota County employees. After this refresher course, all employees shall be required to execute the Acknowledgment of Annual Visit Sarasota County Ethics Training, Procurement Training, and Finance Training,

stating the employee's attendance at the training session(s), the review of all ethics, purchasing and finance requirements, and their agreement to abide by the same.

MANAGEMENT RESPONSIBILITIES

If you are a manager or supervisor, you have a special responsibility to set an example by exhibiting high standards of behavior. You must also:

- Ensure that each employee for whom you are responsible knows and understands these Standards and relevant Visit Sarasota County policies and procedures and how to apply them.
- Demonstrate in words and deeds your commitment to Visit Sarasota County standards and relevant Visit Sarasota County policies and procedures.
- Make sure employees for whom you are responsible understand that ethical business conduct and compliance with policies and procedures, laws, and regulations are of paramount importance to Visit Sarasota County.
- Encourage employees for whom you are responsible to seek advice or help without fear of punishment or reprisal.
- Make yourself approachable and available to all employees for whom you are responsible.

REPORTING & ENFORCEMENT

Visit Sarasota County does not condone illegal or unethical behavior by an employee. Employees are required to report any illegal or unethical behavior, regardless of the employee's level of authority.

Please note that one or more violations of the code of ethics or Visit Sarasota County's policies or procedures may result in disciplinary action, up to and including termination.

Employees may direct any questions regarding this policy or report a concern about illegal or unethical behavior to their supervisor, manager, Visit Sarasota County's President & CEO, or Chairman. Employees may raise a concern orally or in writing. If preferred, a concern may be raised confidentially or anonymously. Visit Sarasota County has provided the toll-free number 877-767-7781, email vschotline@getintouch.com, or visit www.intouchwebsite.com/VSCHotline for confidential reporting of any waste, fraud, or abuse. The main point is for the employee to speak up if he or she becomes aware of something that raises an ethical or legal concern. It is the responsibility of each employee to report concerns so that problems can be promptly resolved and future problems prevented.

If an employee reports a concern, managers at all levels in the organization are expected to ensure the concern is reported to appropriate members of management for review and investigation.

NO RETALIATION

It is unlawful for Visit Sarasota County or any officer, employee, or other agent of Visit Sarasota County to discipline, demote, suspend, threaten, harass, or in any other manner discriminate against an employee who lawfully provides information or otherwise assists in an investigation of fraud, unethical practices, or violation of Visit Sarasota County policies or procedures. Any employee or volunteer who reports waste, fraud, or abuse will not be fired or otherwise retaliated against for making the report.

The report will be investigated, and even if determined not to be waste, fraud, or abuse, the individual making the report will not be retaliated against. There will be no punishment for reporting problems, including firing, demotion, suspension, harassment, failure to consider the employee for promotion, or any other kind of discrimination. If the report involves a Visit Sarasota County contract with Sarasota County government, the County's administrative agent will be immediately notified.

In following up on a report of waste, fraud, or abuse, Visit Sarasota County will:

- Provide the employee or volunteer filing the report with a summary of Visit Sarasota County's findings.
- Take steps to deal with the issue addressed, including making operational or personnel changes.
- If warranted, contact law enforcement to address any criminal activities.

5.14 USE OF WIRELESS EQUIPMENT WHILE OPERATING A VEHICLE

Visit Sarasota County wishes to ensure that all employees avoid risking their own safety and the safety of others while conducting Visit Sarasota County business. Therefore, when you are operating a motor vehicle, you are required to refrain from using any wireless equipment unless you are also using appropriate hands-free equipment. If you cannot use an appropriate hands-free device, please find a safe place to pull over and stop the vehicle before using your wireless equipment. Please note that individual state and local laws may require the use of appropriate hands-free equipment when using wireless equipment while operating a vehicle or may prohibit their use entirely. You are responsible for adhering to applicable state and local laws governing wireless and hands-free equipment use. Refer to Section 4.4 regarding work calls while driving.

5.15 SUNSHINE LAW / PUBLIC RECORDS EXEMPTION

The State of Florida has enacted a law that makes public records and official meetings open to the public. This law is commonly referred to as the Sunshine Law, and it applies to most information provided on applications for employment, as well as most payroll and personnel transactions and documents. Due to the very open nature of public records under this law, employees should have no expectation of privacy beyond the information specifically exempted from the Sunshine Law or by other statutes.

The Florida Public Records Act provides a few limited exemptions to the requirement to allow access to public records. Social security numbers for all employees are exempt. The home address and phone number of employees in certain job classifications are also exempt. Contact the VP of Finance and Administration for additional information.

5.16 COMPLAINT PROCEDURE

If you have a complaint or personnel issue pertaining to your job, report the complaint to your supervisor. Complaints may also be addressed in the performance review process, except for those formal cases as outlined, such as harassment.

6. PAYROLL PRACTICES

6.1 COMPENSATION

The compensation program at Visit Sarasota County was created to achieve consistent pay practices, comply with federal, state, and local laws, mirror our commitment to Equal Employment Opportunity, and offer competitive pay within our labor market. Because recruiting and retaining talented employees are critical to our success, Visit Sarasota County is committed to paying its employees fair and competitive wages that reflect the requirements and responsibilities of their positions and strive to be comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including job analysis and evaluation, the essential duties and responsibilities of the job, and compensation survey data on pay practices of other employers. Visit Sarasota County periodically reviews its compensation program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee performance documented by the organization's performance evaluation process. Employees should bring their compensation-related questions or concerns to the attention of Human Resources.

6.2 HOURS OF WORK

Our Administrative Offices are generally open for business during the regular business hours of 8:30 AM to 5:00 PM, Monday through Friday. All employees are expected to report to work at their assigned work location and be ready for work at their scheduled start time. Failure to report to work on time as scheduled will result, for hourly non-exempt employees, in a reduction of the number of hours paid. Any employee who is going to be late or absent for any reason must call and speak to or leave a message for their supervisor. Chronic tardiness and/or absenteeism may result in disciplinary action, up to and including termination.

Our Visitor Center hours vary depending on the time of year. Please see www.visitsarasota.com for the most up-to-date visitor center hours. To accommodate the needs of our destination and to accomplish your job responsibilities, you may be required to work different and/or additional hours. Your manager will provide you with information regarding any specific working hours that may be required for your position.

6.3 OVERTIME

All positions are classified as "exempt" or "nonexempt" in accordance with the Fair Labor Standards Act ("FLSA"). If you are in a nonexempt position, all hours worked by you in excess of forty (40) hours in any workweek will be considered overtime hours, and you will be paid for these hours at one and one-half times your hourly rate. If you are in an exempt position, you will be paid a salary and may be expected to work in excess of fifty (50) hours per week. An exempt employee's salary compensates the employee for all hours worked, whether more than 40 hours or less than 40 hours.

Our workweek starts on Saturday at 12:01 AM and ends on Friday at 12:00 Midnight. Your paycheck is for two independent workweeks. Those hours are not combined for overtime pay purposes. You must have express prior approval from your manager before you work any

overtime. Unapproved overtime may lead to disciplinary action, up to and including termination.

6.4 TIMEKEEPING

All team members are expected to accurately record their time worked, holidays, PTO, and other time off from work by completing a bi-weekly timesheet through TimeCo. All team members will have access to TimeCo when they are hired. Federal and state laws require Visit Sarasota County to keep an accurate record of time worked to calculate pay and benefits.

Altering, falsifying, or tampering with time records, or recording time on another employee's time record, may result in disciplinary action, up to and including termination.

Team members have until 5:00 PM Monday evening following the last Friday of each pay period to submit their hours worked for approval. The supervisor/manager is responsible for approving the timesheet by 12:00 PM on Tuesday. It is crucial that supervisors complete their approvals by 12:00 PM. Failure to approve timesheets by this time will result in the delayed processing of payroll and may delay paychecks.

It is extremely important that all non-exempt team members keep complete and accurate records of their time worked. Time worked is defined as actual time spent on the job performing actual work for Visit Sarasota County, including assigned duties. Hours worked may also include time spent in authorized travel on VSC business, entertainment of clients, site visits, or meetings/events at which attendance is mandatory. Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal or break period. They should also record the beginning and ending time of paid breaks, any split shift, or departure from work for personal reasons. Time spent driving to and from work is not considered compensable time and should not be reflected in the timesheet. Please contact the VP of Finance and Administration and/or your immediate supervisor regarding questions as to the compensability of hours worked.

Although not required by law, exempt team members will complete a timesheet each pay period to maintain uniformity and transparency in record-keeping. Exempt team members are required to report PTO each pay period, if applicable, and paid leave benefits (such as PTO, jury duty leave, bereavement leave, and the like) are applied only when a full workday is missed.

6.5 PAYCHECKS

Visit Sarasota County's workweek runs from Saturday through Friday. All employees are required to record their time (arrivals, departures, lunch breaks, paid time off, etc.) via the timekeeping software provided by the organization. Paychecks are deposited directly into the employee's bank account bi-weekly every other Friday, representing compensation for the two (2) workweeks ending that previous Friday. If a payday falls on a company holiday, VSC will endeavor to run payroll on the last preceding business day before the holiday. For purposes of this section, business days are weekdays (Monday through Friday).

Paycheck stubs and direct deposit receipts are valuable records that show an employee's gross income and the pay deductions made, such as social security and income tax withholdings. VSC makes every effort to ensure that our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes occur and are called to our attention, we promptly will make any necessary corrections. Please review your pay stub when you receive it

to ensure it is correct. Questions concerning paychecks or other payroll matters should be addressed to the VP of Finance and Administration.

6.6 PAYROLL DEDUCTIONS

Visit Sarasota County is required by law to deduct certain amounts for income tax, social security, and Medicare from the total gross amount an employee earns each workweek. The amount deducted depends, in part, upon the employee's earnings and the information supplied by each employee on his or her IRS W-4 form. VSC will, with the employee's written authorization, arrange for other deductions for any applicable benefits and services such as insurances and the retirement plan.

If you believe that an improper deduction has been made from your wages, you should immediately report this information to Visit Sarasota County's VP of Finance and Administration. Reports of improper deductions will be promptly investigated. VSC does not provide payroll advances under any circumstances.

6.7 TRAVEL AND ENTERTAINMENT EXPENSE PROCEDURES

General

The Company's policy is to receive maximum benefit for every dollar spent. All employees must exercise good judgment in the use of VSC funds for local and overnight travel. Travel will be by the means and schedule most advantageous to VSC in terms of cost and productivity, not for personal convenience. VSC reserves the right to revoke travel for employees not meeting deadlines. The Sarasota County Tourist Development Tax provides nearly 90% of VSC's financial support under its contract with Sarasota County government. Therefore, VSC's activities, records, and accounts are subject to scrutiny by Sarasota County government. Strict compliance with VSC policy and complete and accurate documentation of all reimbursable expenses are essential. The President & CEO or Vice President must approve all travel outside of Sarasota and all entertainment. In all cases, when VSC personnel are representing VSC in public at trade shows, meetings, familiarization tours, media missions, sales calls, etc., they will conduct themselves in a professional manner.

Note, too, that travel may only be booked after the President & CEO or Vice President has approved the Travel Authorization Form (TA). If travel is booked prior to an authorized TA, the expense will be reimbursed by the employee.

Airfare

Air travel is to be made at the lowest fare available on the most direct route. There are some economy fares that do not allow the customer to book a guaranteed seat at the time of the reservation. In that case, the employee may book the lowest fare that allows for seat selection. It is expected that employees should first check for flights originating from Sarasota-Bradenton International Airport and check with several websites to determine the lowest fare on the most direct route. It is preferable to fly out of Sarasota Bradenton International Airport (SRQ), and it is acceptable to book a flight with a slightly higher airfare to be able to utilize SRQ. VSC understands that other regional airports may be used based on pricing, time of travel, dates of travel, etc. If not using SRQ, the TA should indicate the airport used and provide a brief explanation. No fare should be greater than standard coach. Any rewards earned as a result of

VSC-issued credit cards shall be the property of VSC. However, other rewards awarded as a result of business travel shall be the property of the employee. Airfare should be booked directly through airlines and not third-party booking platforms. Airline cancellation insurance should only be purchased for international flights. These expenses are not reimbursable by the County.

Communication

When employees are on travel status, it is expected that they will use cell phones for communications. All business phone calls are reimbursable. It is expected that employees will retrieve office telephone voicemails and emails daily while in travel status. If the travel situation does not permit prompt response in communications, the employee is responsible for alerting his or her supervisor.

When an employee is out of the office for more than 24 hours, an out-of-office message should be left on both voicemail and email systems. While on travel status, employees will make every attempt to retrieve and respond to telephone messages and emails and communicate with the office.

Entertainment

The only justification for spending VSC money on entertainment is to create additional overall tourism business. If the employee is claiming an amount that exceeds the approved per diem, then a Travel/Entertainment Authorization (TA) form must be completed and submitted prior to the entertainment. Employees must understand that if they make a travel or entertainment purchase prior to having an approved and signed TA, then they will be personally liable for paying that expense. All TA forms must be signed by the President & CEO or Vice President. The President & CEO's TA forms must be signed by the VP or a member of the VSC Executive Committee. Complete justification for expenses incurred in entertaining clients must be included on expense forms. Whenever possible, expenses should be charged on the employee's company credit card. When using a credit card, an itemized receipt or sales slip must accompany the expense report.

Entertaining expenses shall include:

1. A list of names and businesses of individuals for whom the expenses were incurred.
2. An explanation of the nature and circumstances requiring the incurring of expenses.
3. Itemized receipts for the expenses incurred.
4. Business cards from those involved, if possible.
5. In the case of a familiarization tour, the list of participants, their business or their editorial assignment, and the complete familiarization schedule.

When entertaining a business client when alcohol is purchased, it is understood that the liquor, tax, and tip expense will be borne by VSC through private sector funds or through contributed private industry donations and not submitted to Sarasota County for reimbursement. Employees will make every effort to obtain complimentary alcohol when entertaining clients and familiarization groups.

VSC employees should always be professional in their demeanor and behavior and follow the

following guidelines when entertaining on behalf of VSC or attending functions at partner businesses. Employees may not consume more than two alcoholic beverages at an event. Employees may not consume any alcohol when driving a rental car or when driving their personal vehicle with clients as passengers.

Transportation

- Cash paid for local bus, streetcar, subway fares, parking charges, and tolls is reimbursable. Hired vehicles (taxicabs, Uber, Lyft, etc.) are allowable when other modes of transportation are not available or when time is essential. A maximum gratuity of 20% on hired vehicle fares is permitted; however, the VSC is only reimbursed by the County for 15% for hired vehicles. Detailed receipts or documentation must be provided for all transportation expenses. If a receipt is not provided for public transportation, the employee will provide information from the system's website on fares, maps, and schedules.
- Rental cars should be in the economy class range and should be used only when public transportation or hired vehicles cannot be used. If a larger vehicle is required, the reimbursement request must include a written explanation as to why that was necessary (e.g., escorting clients, multiple passengers, carrying large displays and brochures, etc.). When driving out of state, VSC personnel must be aware of local laws, such as bans on cellphone use. When driving in state, it is preferable for employees to use a SunPass rather than the rental toll device. If an employee receives any citation or is involved in an accident while driving a rental car, it must be reported to their supervisor immediately. If an employee has a rental car, it will be assumed that there will be no other ground transportation charges unless special circumstances necessitate such use. If additional ground transportation is needed at the same time as a rental car, the circumstances must be thoroughly explained. Loss Damage Waiver insurance is to be obtained on all auto rentals.
- Mileage - Local business mileage is paid at the prevailing rate provided by the Internal Revenue Service and adopted by Sarasota County Government. When travel begins and/or ends at the employee's home, reimbursements will be based upon the shortest distance calculated from either the office or the home. The exception will be after normal business hours, Monday through Friday, 8:30 AM to 5:00 PM. Travel from home during this time period, though possibly a greater distance, will be reimbursed to the employee. (In all cases, only the shortest distance may be submitted to the County for reimbursement to the VSC.) Mileage is not paid for travel from VSC offices within a three-mile radius of the VSC administrative offices on Cattlemen Road. Monthly mileage reimbursements must be submitted within seven (7) calendar days of the end of the previous month. If not submitted on time, the employee forfeits mileage reimbursement.
- Airport Parking - It is understood that leaving a personal car at the airport is necessary when not using ridesharing or another method to get to/from the airport. Employees should use long-term parking.

Hotel Accommodations

Employees will be allowed one single room and should always attempt to secure reasonable rates when traveling on business when possible. Staff are expected to stay at the host hotel or "within the block." It is permissible to stay outside the room block during a conference or trade

show if the room block is sold out or if less expensive accommodations can be found. Hotel stay rewards awarded because of business travel shall be the property of the employee. Hotel reservations should be booked directly with platforms. Note: When taking a red-eye flight, VSC is not responsible for an additional night's hotel room. Employees should check their luggage with the bellhop.

Incidental Expenditures

VSC will not reimburse for incidental expenses such as newspapers, magazines, books, health club fees, movies, etc., for personal consumption. These expenditures, if made, are the responsibility of the employee. An exception will be made if the purchase of the newspaper or magazine is in relation to a meeting with a representative of that publication.

Inclement Weather/Unanticipated Events/Illness

When on travel status, inclement weather, sudden illness, or unanticipated events out of the control of the employee may occur. The employee is to report to the President & CEO to seek guidance and authorization for a change in travel plans. Additional travel expenses will be reimbursed following this procedure. Should events preclude communication with the President & CEO, the employee will secure the safest and most economical means of return to Sarasota.

International Travel

Employees are to adhere to all federal government rules and regulations when traveling outside the U.S. International travel (except to Canada) is to be specifically authorized by the VSC Board of Directors. Passport and immigration documentation and costs are the responsibility of the employee. The VSC may reimburse the employee for the cost of traveler's insurance for international travel if such expense is approved by the President & CEO in advance of purchase.

Meals

Employees are expected to be reasonable and exercise good judgment in purchasing meals. VSC operational reimbursements (non-County) are limited to actual expenditures with detailed receipts provided for all meal purchases. When an employee is attending a trade show where meals are provided, employees are not entitled to meal or per diem reimbursement unless extraordinary circumstances prevented the employee from taking the provided meal. In that case, the employee is expected to provide documentation demonstrating the reasonable need for purchasing additional meals. VSC shall calculate travel meal reimbursement by using the U.S. General Services Administration (GSA) Domestic Per Diem Rates and the U.S. State Department Per Diem Rates for international travel. Note: Per diem meals may not be charged to the company credit card. If the company credit card is used for the purchase of a meal, the employee must reimburse VSC. Per diem will be reimbursed when compensable time or travel takes place.

Tipping

Employees will be reimbursed a reasonable amount for tips to bell captains, waiters,

housekeeping, etc. As a guideline, standard tips would include \$2 per bag, \$2 per day for housekeeping, \$2 per trip for valet, a maximum of 20% on meals, and a maximum of 15% on cab fares. If special circumstances justify larger-than-normal tips (e.g., unloading trade show displays, heavy cartons of collateral materials), the employee should provide a detailed explanation on the expense report.

Expense Report Preparation

Travel and entertainment expenses are reimbursed via an Expense Report. Employees are to submit a VSC Expense Report Form, a copy of the Travel Authorization form, and receipts and documents for each trip. Detailed receipts are required for all expenditures except for per diem meal claims. A Trip Report outlining the activity and the benefits of the activity to the marketing goals is also required. Please refer to the Expense Report Order outline when preparing reimbursement packets. Expense reports are to be submitted within five (5) days of travel to the direct supervisor. Supervisors will review packets and add comments indicating their review. Expense reports will then be submitted to the VP of Finance and Administration for processing. Expense reports are to be approved by the President & CEO. Expense requests by the VP are to be approved by the President & CEO. Expense requests by the President & CEO are to be approved by the VP or a member of the VSC Executive Committee. However, if there is a reimbursement to be paid to the President & CEO, the expense request must be approved by an authorized member of the VSC Board if the total reimbursement exceeds \$100. Incomplete expense reports, including those without proper documentation and/or mathematical errors, will be returned for completion. Reimbursement will not be issued until the report is considered complete.

Expense for Non-Employees

Travel expenses for non-employees may be authorized in advance in writing by the President & CEO and must be accompanied by an approved and signed TA. (For example, if a circus performer joins the Sarasota booth at a trade show, or a guest celebrity chef provides a cooking demonstration.) All VSC travel policies apply.

Personal Travel with Approved Business Travel

An employee may, on rare occasions, extend a domestic business trip for personal time. However, there can be no additional cost to the VSC for such a stay. The employee must receive approval in advance to add personal time to a trip from the President & CEO or their supervisor. It should not be assumed that this time will be granted. When combining personal and business travel, it is important to work with your supervisor to determine when to use PTO. Employees must have documentation that airfare and other costs are no more expensive with the personal days than otherwise. On international travel, personal time additions are discouraged and would have to be approved by the VSC Board as part of the overall international trip approval.

When combining personal travel with approved business travel, please follow these guidelines:

PER DIEM

- An employee will only receive per diem based on the official travel schedule of the trade

show, conference, or business event which requires an approved travel authorization. If personal travel is added, either pre or post business trip, no per diem will be paid for the personal travel days to the event or home.

AIRFARE

- If an employee is flying to the destination prior to or staying after the business event, two flight estimates must be provided with the travel authorization:
 - o One estimate of the round-trip flights for business needs.
 - o One estimate of the round-trip flights for business needs in combination with personal travel.
 - o Upon return, if the actual cost of the combination of the business and personal travel exceeds the original round-trip business-only flight amount, the employee must reimburse the organization for the difference.
 - o Using the company credit card for booking and paying for this combination of business and personal flight is authorized.

HOTEL STAYS

- When extending a business trip and adding additional room nights to the hotel stay, only the hotel room nights needed for the business trip are to be paid using the company credit card. Employees can make the reservation using the company credit card; however, prior to hotel checkout, the employee should work with the hotel staff at the front desk to separate the business charges from personal charges, and all personal charges should be paid using a personal credit card.
- Upgrades to suites or concierge-level accommodations are the responsibility of staff. If upgrades are booked using the company credit card, staff must provide documentation for both the single lodging rate as well as the upgraded room rate. Staff is expected to reimburse the portion of the room rate associated with the upgrade.

RENTAL CARS

- The use of a rental car during travel that combines a business event and personal time is not authorized. Team members can only rent cars for business travel.
- All rental cars for personal travel must be under a separate rental agreement.

USE OF PTO

- When combining personal and business travel, it is important to work with your supervisor to determine when to use PTO. Typically, if the team member is adding personal time to the expected business travel time, any additional time would be PTO or non-workdays (Saturdays, Sundays, or Holidays).

Timekeeping for Travel Time

- For non-exempt team members, it is important that the timekeeping policy is reviewed before all travel, but also before personal travel is combined with business travel. The organization will compensate for travel time per the timekeeping policy.

Examples of Non-Reimbursable Expenses

- Adult entertainment industry
- Babysitting
- Barbers and hairdressers
- Car wash
- Credit card late fees and/or finance charges unless approved by the President & CEO
- Country club dues
- Dues for frequent guest programs (airline, hotel, restaurant, premium credit cards, etc.)
- Expenses for travel companions
- Expenses related to vacation or personal days while on a business trip
- Gifts to employees
- Golf fees (when not entertaining clients)
- Gum, candy for personal consumption
- Health club facilities, sauna, massages
- Loss/theft of cash advances or airline tickets
- Luggage and/or briefcases
- Magazines, books, newspapers for personal consumption
- Medical bills incurred during VSC travel
- Movies (including in-flight and hotel in-house movies)
- “No show” charges for hotels and/or car rentals – unless approved by the President & CEO
- Optional travel or baggage insurance for domestic travel
- Parking or traffic tickets
- Personal accident insurance
- Personal entertainment, including sports events
- Pet care
- Postage costs (unless for VSC business)
- Rental car, airline, or hotel upgrades
- Repair due to accidents
- Routine auto maintenance
- Shoeshine
- Souvenirs and/or personal gifts
- Spousal travel
- Tobacco products
- Personal toiletries (except in the case of lost luggage, which requires advance approval of the President & CEO)

7. ELECTRONIC COMMUNICATIONS POLICY

7.1 GENERAL POLICY STATEMENT

Employees are responsible for using Visit Sarasota County’s computer system, including, without limitation, its electronic mail (E-mail) system and the Internet (collectively, the “Computer System”), properly and in accordance with Visit Sarasota County policies.

Employees should direct any questions about these policies to their immediate supervisor. The computers provided by Visit Sarasota County for Visit Sarasota County work are the property of

Visit Sarasota County and have been provided for use in conducting Visit Sarasota County business. All communications and information transmitted by, received from, created or stored in its Computer System are Visit Sarasota County records and property of Visit Sarasota County.

Visit Sarasota County has the right, but not the duty, for any reason and without notice to or the permission of any employee, to monitor and/or otherwise deal with any and all aspects of its Computer System. Such Visit Sarasota County action may include, without limitation, reviewing documents created and stored on its Computer System, deleting any matter stored in its system, monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users from the Internet, and reviewing E-mail sent and received by users. Employees should not have, do not have, and specifically waive, an expectation of privacy in anything they create, store, send or receive on the Computer System. Employees may subscribe to electronic newsletters for delivery to Visit Sarasota County Computer System if it relates to Visit Sarasota County business. In all cases, employee is responsible for keeping records of such subscriptions and the methods to unsubscribe.

Visit Sarasota County may establish a method for text chatting or instant communication. Employees may only use the approved system for text chatting. As with all Visit Sarasota County computer uses, it will be restricted to business use.

Visit Sarasota County personnel policies prohibit using Visit Sarasota County's Computer System to send, receive, view, download or print messages or files that are illegal, sexually explicit, abusive, defamatory, offensive or profane.

Visit Sarasota County's Computer System should not be used to solicit for religious or political causes, commercial enterprises, outside organizations, or other activities not related to an employee's services to Visit Sarasota County or to a Visit Sarasota County-sponsored event during work time.

Visit Sarasota County's Computer System may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information or similar materials without authorization of the owner of such materials.

The space available for the storage of Visit Sarasota County documents, both on paper and electronic, is limited and expensive. Therefore, periodic discarding of documents is necessary. Before disposing of electronic documents, employees should consult Visit Sarasota County's Records Retention Policy. If employees are unsure about the need to keep particular documents, they should consult their supervisor.

7.2 HARASSMENT PROHIBITED

Visit Sarasota County's existing policy prohibiting sexual harassment and other workplace harassment applies to the use of all company electronic communications systems. Therefore, Visit Sarasota County's electronic communications systems are not to be used in any way

which has the effect of unreasonably interfering with anyone else's work performance or which creates an intimidating, hostile, or offensive work environment (whether or not based upon race, color, religion, sex, pregnancy, national origin, age, disability/handicap, marital status, sexual orientation, gender identity or expression, genetic information, veteran status, or any other protected classification). Sending unwanted and/or offensive email messages may constitute harassment if they are persistent enough to create an intimidating or hostile environment. Harassment also includes making unwelcome sexual advances and requests for sexual favors which might be perceived as explicitly or implicitly affecting employment decisions concerning an individual.

7.3 ADDITIONAL RESTRICTIONS

Visit Sarasota County's electronic communications systems shall not be used for the following, which list is representative but not exhaustive of all prohibited uses:

- Posting or sending obscene, pornographic, sexually explicit, or offensive material.
- Unauthorized copying or transmission of copyright-protected materials, including software, except materials protected by Visit Sarasota County's copyright and then only with Visit Sarasota County's explicit permission.
- Sending, receiving, printing or otherwise disseminating proprietary data, trade secrets, or other confidential information of Visit Sarasota County.
- Operating a business, usurping business opportunities or soliciting money for personal gain, or searching for jobs outside Visit Sarasota County.
- Sending or receiving offensive or harassing statements based on another's race, color, religion, sex, pregnancy, national origin, age, disability/handicap, marital status, sexual orientation, gender identity or expression, genetic information, veteran status, or any other protective classification.
- Sending chain letters.
- Circulating jokes, comics, or non-job-related computer graphics.
- Committing fraud or making misrepresentations.
- Engaging in any other activity in violation of local, state, or federal law.

7.4 COMPANY OWNERSHIP OF ELECTRONICALLY STORED INFORMATION

Visit Sarasota County's electronic communications systems, as well as the equipment and data stored with respect thereto, are and remain at all times the property of Visit Sarasota County. Accordingly, all email, voicemail messages, and other electronic files (collectively, "electronically stored information" or "ESI") created, sent, received, or stored within Visit Sarasota County's systems should be related to Visit Sarasota County's business and are and will remain the property of Visit Sarasota County.

7.5 SOCIAL MEDIA

Purpose of Policy

Visit Sarasota County has a vibrant social media presence that is carefully cultivated and monitored by authorized VSC team members. VSC is excited that many team members have

their own active voice and presence on social media. Whether you're establishing relationships with potential visitors or engaging current VSC partners (if authorized to do so), or whether are enjoying your own personal social media feeds, we know that social communities are where people communicate.

Visit Sarasota County has developed a separate social media policy that applies to team members, as well as freelancers and interns, who are authorized to use VSC's social media channels or otherwise post company-related information. However, all VSC team members must adhere to the social media policy in this Handbook.

The Policy

This Social Media policy, incorporated into the Visit Sarasota County Employee Handbook, applies to all team members in respect of their personal use of social media channels. VSC has compiled the following guidelines for you to make the most of your social media networks without risking damage to the Visit Sarasota County brand:

1. Only authorized Visit Sarasota County team members may post content on social media (Facebook, Twitter, LinkedIn, Instagram, etc.) on behalf of Visit Sarasota County. Visit Sarasota County team members may post content on social media on behalf of Visit Sarasota County only if they have been specifically requested by Visit Sarasota County to post such content. Further, all content posted on social media on behalf of Visit Sarasota County must be pre-approved by the Marketing Manager. This policy applies to content posted on Visit Sarasota County's social media sites as well as any other social media sites.
2. Visit Sarasota County team members are encouraged to use good judgment in their personal use of social media and shall not, in their personal use of social media or in any other manner, disparage or denigrate Visit Sarasota County's products and services, business partners, customers, clients, vendors, suppliers, and visitors or prospective visitors to the region.
3. What Team Members Should Not Do on Personal Accounts:
 - a. Post inappropriate or offensive messages/images
 - Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
 - Team members are not to publish, post or release any VSC information that is considered confidential or not public. If there are questions about what is considered confidential, team members should check with the VP of Finance and Administration and/or their supervisor.
 - b. Answer audience questions that do not pertain to your field of expertise (i.e.,

always refer to official sources particularly when dealing with crisis scenarios like a hurricane, terrorist attack, or pandemic)

- c. Share updates, images, videos, and messages that may damage the company's public image
- d. Discuss VSC customers, partners and suppliers
- e. Harass others by sending them offensive content or messages
- f. Communicate with company competitors in disrespectful fashions
- g. Distribute spam and chain messages

If a VSC team member has questions regarding what is acceptable and unacceptable to post on their personal social media accounts, they should speak to the President and/or HR.

Risk Management & Compliance

Any content in blatant violation of a platform's terms and conditions or in violation of Visit Sarasota County's Social Media Policy should be deleted immediately.

Policy Violation

Violations of Visit Sarasota County's Social Media policy may result in disciplinary action, up to and including termination.

7.6 POLITICAL INVOLVEMENT

Visit Sarasota County is prohibited from contributing to candidates for office, political action committees, or any ballot measure. Visit Sarasota County does not maintain a political action committee. Employees are free to exercise the right to make personal political contributions within legal limits. Visit Sarasota County will not reimburse the employee for political contributions. In addition, any political activity or contribution by an employee cannot appear to constitute an endorsement or contribution from Visit Sarasota County.

7.7 NO EXPECTATION OF PRIVACY

Visit Sarasota County reserves the right to retrieve and review any ESI created, sent, received, or stored in Visit Sarasota County's electronic communications systems. Although ESI is deleted or erased, it may still be possible to recreate the ESI. Therefore, ultimate privacy of ESI cannot be assured to anyone. Although email and voicemail may allow the use of passwords for security, confidentiality cannot be guaranteed. It may be possible for email and voicemail messages to be retrieved. Furthermore, all passwords are known to Visit Sarasota County or may be overridden by Visit Sarasota County as the system may need to be accessed by Visit Sarasota County. With reasonable cause or whenever there is a business need to do so, Visit Sarasota County reserves the right to inspect and examine any company-owned or operated communications system, electronic resource, and/or files or information contained therein without prior notice.

7.8 DISCIPLINARY POLICY AND PROCEDURES

The relationship of the employee to Visit Sarasota County is an at-will relationship. In the event it becomes necessary to discipline an employee, steps may be implemented for violations of policy or procedure. It is important to understand that Visit Sarasota County's goal is to foster a positive and productive work environment free from conduct, safety, and health concerns. Depending on the violation, the frequency of the violation(s), and/or the level of such violation, Visit Sarasota County's executive officers have the authority to make the appropriate decision as to the best corrective action.

EMPLOYEE IMPROVEMENT POLICY

Minor lapses and faults will be dealt with informally by way of advice, coaching, counseling, or training as appropriate. Examples of such offenses would include isolated instances of poor timekeeping, unauthorized absence, or failing to turn in reports on a timely basis. The immediate manager would normally have the responsibility for bringing the matter to the attention of the employee and discussing it with him or her. The employee should be advised clearly of the standard of behavior expected of him/her and informed that if he/she does not improve, then the employee will be subject to additional disciplinary action, up to and including termination. An employee may be asked to sign a record of corrective communication/discipline, including a documented verbal warning, if applicable, which may be included in the employee's personnel file. Refusal to sign may result in immediate employment termination.

CONDUCT OF A DISCIPLINARY MEETING

Employees have the right to advance notice of a complaint against them and have the right to state their case, orally and/or in writing, before a decision on disciplinary action is reached.

The formal disciplinary meeting will be conducted by the employee's manager and the President & CEO. The nature of the complaint against the employee will be stated, along with the facts to support it. Following the meeting, management will reach a decision as to what action to take. The meeting will be reconvened to give the decision to the employee. The decision will be confirmed in writing within five working days of the date of the meeting.

Employees shall receive confirmation of any penalty imposed.

Criminal offenses not related to the individual's employment shall not be treated as automatic reasons for dismissal. The main considerations will be whether the offense is one that makes the employee unsuitable for his/her work or the effect of the offense on the reputation of the Company. Employees must report all arrests to their supervisor immediately.

SUSPENSION

An employee's manager may, after consultation with the President & CEO, suspend an employee on full pay for the minimum period possible while the alleged offense is investigated. The period of suspension may be maintained from the date of notification of the disciplinary meeting until a decision is communicated to the employee.

Suspension may be appropriate in the following circumstances:

- To allow an investigation which might be inhibited by the presence of the employee;
- Where the presence of the employee on site is likely to be unacceptable to others or may increase the likelihood of further misconduct.

GROSS MISCONDUCT

Gross misconduct is conduct so serious that it justifies the employer effecting a summary dismissal. While it is possible to give examples of actions that may constitute gross misconduct, each case must be considered in the light of the particular circumstances. These may include the nature of the job as well as the details of the offense. Summary dismissal must be approved by the President & CEO. The President & CEO may seek advice from legal counsel before issuing a summary dismissal. The following list of examples of offenses normally regarded as gross misconduct is therefore illustrative and not exhaustive:

- Theft, fraud, deliberate falsification of records
- Fighting or assault on another person
- Deliberate damage to company property
- Serious incapability through drugs or alcohol
- An act or omission at work which results in unacceptable loss, damage, or injury
- Repeated willful disobedience of a reasonable instruction
- Offensive behavior of a serious nature, including racial or sexual harassment
- Serious breach of confidentiality
- Improper use of the employee's position for his/her or another's private advantage, or an attempt to do so
- Deliberate contravention of the company's financial policies or Code of Ethics
- Criminal activities that, in the reasonable opinions of management, are incompatible with the individual's employment
- Bringing the company into disrepute

RESIGNATION AND TERMINATION OF EMPLOYMENT

We hope you will be happy with your work and the environment that the company provides. We do recognize that there are occasions when the employment relationship will end. If you find that you must resign, we ask that you give us at least two weeks' notice.

Employees with performance problems are usually counseled and given a chance to correct the problem per our Employee Improvement Policy. However, there are occasions where the relationship between the employee and Visit Sarasota County will not work, and the company must terminate the employment relationship. Examples include cases of poor performance, excessive absences, disregard of company policies, etc. The company may also initiate terminations due to business conditions. In addition, the company reserves the right to terminate employees at will, with or without cause.

Immediate discharge, without warning, may occur as a result of serious actions detrimental to Visit Sarasota County or its employees. Examples include misconduct, fraud, breach of confidentiality, illegal or unethical activities, possession of a lethal weapon (other than a

firearm kept locked or out of sight in an employee's motor vehicle, if the employee is licensed to possess the firearm), frightening or threatening other employees, or other serious actions or policy violations as mentioned in the Employee Improvement Policy. We hope you recognize the justification behind termination for these reasons without warning.

8. ATTENDANCE AND TIME OFF/ABSENCE FROM WORK

At Visit Sarasota County, attendance and punctuality are considered vital parts of successful job performance. All employees are expected to maintain a satisfactory attendance record. Employees who develop patterns of absenteeism or tardiness that have a negative effect in the workplace will be counseled. Excessive and/or unexcused absences, lateness, or leaving early may lead to disciplinary action, including possible termination.

If you are unable to come to work, you are required to personally call/text and notify your direct supervisor at least 15-20 minutes prior to your scheduled start time on the date in question and review any anticipated activities for the day. Failure to notify Visit Sarasota County of your inability to report to work is cause for disciplinary action, up to and including termination. An employee absent from work in excess of three consecutive days without notification to his/her supervisor will be considered to have abandoned his or her job and therefore voluntarily resigned from employment with Visit Sarasota County.

8.1 HOLIDAYS

Each year, Visit Sarasota County recognizes certain national holidays. Full-time employees shall be paid 8 hours per holiday. Part-time employees are not entitled to holiday pay. In the rare event part-time staff are needed to work on a holiday, they will be compensated at one-and-one-half (1½) times their regular rate of pay.

The following holidays will be observed during each calendar year:

New Year's Day
Martin Luther King Jr. Day
President's Day
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

If a holiday occurs on a Saturday or Sunday, Visit Sarasota County's President & CEO will determine how the holiday will be observed.

If a scheduled holiday falls within the employee's PTO, it will not be charged as a PTO day.

Holiday pay shall not be considered hours worked for purposes of calculating overtime pay for non-exempt employees.

8.2 PERSONAL DAYS

At the beginning of each calendar year, full-time employees will receive three (3) paid personal days. Employees shall become eligible to receive personal days upon completion of their initial six months of continuous employment with Visit Sarasota County. Upon completion of their initial six months of continuous employment, new employees will receive a prorated number of personal days in accordance with the number of days remaining in the calendar year in which they begin their employment. No payment will be given for personal days not taken, and personal days cannot be carried over from one year to the next. Personal days are not paid when an employee separates from the company. All requests for use of personal days must be approved by an employee's direct supervisor.

Personal time is not considered to be hours worked and will not be used for purposes of calculating overtime.

8.3 VOLUNTEER TIME

At the beginning of each calendar year, all full-time employees will receive up to 8 paid hours to volunteer their time for a non-profit cause. No payment will be given for volunteer hours not taken, and volunteer hours cannot be carried over from one year to the next. Volunteer hours are not paid when an employee separates from the company. All requests for use of volunteer hours must be approved by an employee's direct supervisor.

8.4 VACATION

Visit Sarasota County recognizes the benefits team members gain from time away from work.

Full-time employees are eligible to accrue vacation hours and receive paid vacation. New team members will begin accruing vacation upon hire but may not access their vacation benefits until the 181st day of employment with the organization. Part-time employees are not eligible to receive paid vacation. Employees accrue vacation at a rate of 1.53846 hours per week (amounting to 10 days annually). After the completion of five years of employment, full-time employees accrue 2.30769 hours per week (amounting to 15 days annually). After the completion of ten years of employment, full-time employees accrue 3.07692 hours per week (amounting to 20 days annually). After the completion of fifteen years of employment, full-time employees accrue 3.84615 hours per week (amounting to 25 days annually).

Team members should request time off through the TimeCo system. All requests for vacation time must be submitted to and approved by the employee's supervisor at least two weeks prior

to use. In addition to the employee's direct supervisor, Visit Sarasota County's President & CEO also reserves the right to determine whether time off is granted.

The accrual period runs on a calendar year basis. A maximum of 5 days of accrued vacation may be carried into the next calendar year. These days are not cumulative beyond one year and must be approved by the President & CEO. When an employee separates from the company, payment for unused vacation shall only be made if the employee provides Visit Sarasota County with a minimum of two weeks' advance written notice of his or her resignation, and payment shall only be made for the vacation days accrued at the time of the notice. If an employee is terminated, any remaining and unused vacation will be forfeited.

Vacation time is not considered hours worked and will not be used for the purposes of calculating overtime.

8.5 JURY DUTY

Full-time employees will be paid for a maximum of three days per year in the event the employee is summoned for jury duty. Otherwise, time off for jury duty is without pay. Paid jury duty does not count as hours worked for the purpose of calculating overtime. In order to be compensated for jury duty, the employee must provide a copy of the summons to Visit Sarasota County. The following rules apply with respect to jury duty leave:

- a. Upon receipt of the jury duty summons, the employee must immediately notify his/her supervisor, as well as the VP of Finance and Administration, and will be required to provide a copy of the jury duty summons.
- b. The day before jury duty, the employee is required to confirm that his/her juror selection number has been selected and that reporting is required. If the employee has not been selected, he/she should report to work as scheduled.
- c. During an employee's jury duty, the employee must inform his/her supervisor of the daily jury duty schedule.
- d. If the employee is scheduled for jury duty but is released before the end of the employee's normal workday, the employee is expected to contact his or her supervisor to determine if it is necessary to report to work. Generally, the employee may be expected to report to work if there are three (3) or more hours remaining in the employee's normal work schedule that day.
- e. On days when court is not in session, the employee is expected to report for work.

8.6 MILITARY LEAVE

Visit Sarasota County will comply with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws regarding military leave. Employees must notify their supervisor and the VP of Finance and Administration as soon as practicable upon learning of the need for leave for active, inactive, or reserve duty in the United States uniformed services. Military leave is unpaid. Employees may, but are not required to, use PTO pursuant to the company's PTO policy to receive pay during military leave.

8.7 BEREAVEMENT LEAVE

Bereavement leave provides paid time off for regular, full-time employees in the event of a death in their immediate family.

Employees may receive a maximum of five (5) days of paid Bereavement Leave following a death in the employee's immediate family (spouse or child). Employees may receive a maximum of three (3) days of paid bereavement leave following a death in the employee's immediate family (except spouse or child) per calendar year. Immediate family is defined to include parent, brother, sister, grandparent, grandchild, father-in-law, mother-in-law, stepparent, or stepchild.

Because of the deep impact that death can have on an individual or family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the organization pursuant to a request to the President & CEO or VP of Finance and Administration.

8.8 PARENTAL LEAVE

It is the intent of the Company to provide a benefit to the caregiver of a newborn baby or newly adopted child that is not available to other employees.

After exhausting available sick and vacation leave, the employee who is the caregiver of his or her newborn or newly adopted child for at least 20 hours a week, from Monday through Friday, between the hours of 9 A.M. and 5 P.M., is eligible for a maximum of three weeks of leave paid at 50% of the employee's salary. The balance of leave (twelve weeks is the total including paid and unpaid leave) would be unpaid, but the Company would continue the employee's health insurance. The employee would remain responsible for paying for dependents' coverage.

The Company has the right to be flexible with the employee during the period of unpaid leave and can negotiate an arrangement with the employee to be compensated for work conducted from home during the unpaid leave period for a maximum of 20 hours weekly. Such arrangements must be made at least three months prior to the start of the leave, following a determination from the President & CEO that the employee's duties can be conducted effectively and efficiently from the remote home location.

8.9 PERSONAL LEAVE OF ABSENCE

Visit Sarasota County will consider requests for an unpaid personal leave of absence based on the circumstances, as well as the length of service and performance level of the employee. In no circumstance may personal leaves of absence exceed one month. Such requests must be submitted to Visit Sarasota County's President & CEO at least one month prior to the start of any personal leave of absence.

8.10 DOMESTIC VIOLENCE LEAVE OF ABSENCE

An employee may be entitled to up to 3 days of leave in any 12-month period if the employee, or a member of his or her family or household, is a victim of domestic violence or sexual

violence. To be eligible for domestic violence leave, the employee must be employed by Visit Sarasota County for at least three months. This leave may be used to:

- Seek an injunction for protection against domestic violence or sexual violence;
- Obtain medical care and/or mental health counseling for the employee or a family or household member to address physical or psychological injuries resulting from the act of domestic violence or sexual violence;
- Obtain services from a victim services organization, including, but not limited to, a domestic violence shelter or program or a rape crisis center as a result of the act of domestic violence or sexual violence;
- Make the employee's home secure or seek new housing to escape the perpetrator; or
- Seek legal assistance or attend and prepare for court-related proceedings arising from the act of domestic violence or sexual violence.

"Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Except in cases of imminent danger to the health or safety of the employee or his or her family or household member, an employee requesting domestic violence leave must inform his or her supervisor of the need for leave as soon as practical.

If advance notice is not practical, an employee who takes leave due to domestic violence may be required to provide certification verifying the need for the absence to their direct supervisor, including but not limited to, a police report, a court order, a restraining order, a doctor's note, or some other form of documentation that is acceptable to Visit Sarasota County.

Employees must first exhaust any existing and accrued vacation time prior to the use of this type of leave; if no vacation is available, the leave will be unpaid. No employee who requests such leave will be subject to any form of retaliation, and the request will be treated with the utmost confidence. Only those individuals with a business need to know will receive information regarding the basis for leave. Unless an employee's job has been eliminated or changed while the employee is out on domestic violence leave, upon the employee's return from domestic violence leave, the employee will be restored to the employee's original or equivalent job position with equivalent pay, benefits, and other employment terms.

8.11 COMPRESSED WORK WEEK

Upon hire, full-time employees are eligible to participate in VSC's compressed work week program. The Compressed Work Week is four ten-hour workdays, which are Mondays through Thursdays. For hourly employees, each of these days will include a half-hour paid lunch. Thus, the Compressed Work Week will consist of 38 hours worked and 40 hours of compensation. Salaried employees' work week will consist of 40 hours of compensation. The VP of Finance and

Administration will prepare an alternating schedule each year and distribute it to staff via email. In the event of a crisis occurring on a weekend, holiday, and/or compressed week, all salaried non-exempt employees may be asked to execute their departmental responsibilities.

9. ADDITIONAL BENEFITS

9.1 BENEFITS OVERVIEW

Visit Sarasota County has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability, as well as benefits that can aid in planning for retirement.

This portion of the Employee Handbook contains a general description of the benefits to which employees may be entitled during their employment with Visit Sarasota County. Please understand that this general explanation is not intended to, and does not, provide you with all the details of these benefits. All plans described herein or otherwise offered by Visit Sarasota County are governed by the terms of the official plan documents. To the extent that any of the information contained in this Handbook is inconsistent with the official plan documents, the provisions of the official plan documents will govern in all cases.

Further, Visit Sarasota County reserves the exclusive right, power, and authority, in its sole and absolute discretion, to administer, apply, and interpret the benefit plans described herein (unless any Plan document controls), and to decide all matters arising in connection with the operation or administration of such plans. Visit Sarasota County reserves the right to discontinue, reduce, change, or modify the benefits program, levels of coverage, carriers, administrators, and the level of employee contribution/co-pay at any time. Complete information about the benefits programs is available in the plan description booklets that are distributed to all employees and maintained in the Human Resources Department. The VP of Finance and Administration can assist you with any questions that you may have regarding these benefits.

9.2 STATUTORY BENEFITS

Statutory benefits that are or may be available to all employees include Social Security, reemployment assistance (formerly known as unemployment compensation) benefits, workers' compensation insurance, and all other benefits required to be provided under federal and state law.

9.3 MEDICAL, DENTAL & VISION INSURANCE

Visit Sarasota County offers medical insurance coverage to all full-time employees after the completion of 90 days of employment. Visit Sarasota County will determine at the start of each fiscal year the percentage of the premium it will pay. Coverage is available for the employee's family members at the employee's expense. The VP of Finance and Administration will provide new employees with enrollment and plan information. The company health plan may be reviewed, revised, or changed at any time. Management will inform employees of such changes. Dental and vision health plans are also available at the employee's expense.

9.4 BASIC LIFE INSURANCE

Visit Sarasota County offers all regular, full-time team members basic life insurance coverage at no additional cost to the team member. The coverage is equal to \$25,000 per team member, and no additional coverage may be added to this plan. This coverage is effective on the 1st day of the month following 90 days of employment.

9.5 ADDITIONAL VOLUNTARY BENEFITS

Visit Sarasota County offers several voluntary benefits that a team member can choose to enroll in to enhance the benefit package provided by Visit Sarasota County. The benefits include various products offered by Aflac.

9.6 WORKERS' COMPENSATION

If you are injured while at work, you may be eligible to receive certain benefits under the Workers' Compensation policy that the company carries for employees. These benefits normally include the cost of your medical attention as well as a certain percentage of your weekly income for a specified number of weeks.

If an employee is injured in connection with his/her employment with the Company or at the workplace, that injury must be reported immediately to Visit Sarasota County's President & CEO or VP of Finance and Administration, so the Company can provide the employee with proper medical attention and ensure that a Workers' Compensation claim is properly filed. A report of the injury must be made to the Workers' Compensation carrier within 24 hours of the injury, and the carrier's procedures then shall be followed. Failure to notify management immediately may result in loss of this benefit.

9.7 SAVINGS PLAN

Visit Sarasota County offers a SIMPLE IRA savings plan to eligible employees.

Eligibility Requirements:

- Complete 6 months of service to VSC and the employee has earned at least \$5,000.
- Employed as a full-time employee.

Entry into the SIMPLE IRA plan will occur on the first day of the month following completion of the eligibility requirements listed above.

This plan allows for traditional pre-tax contributions. Eligible participants can contribute up to 100% of his/her compensation up to the IRS-defined limits. Catch-up contributions are also allowed by the plan for those participants who are 50 years of age or older.

Visit Sarasota County will make the following safe harbor matching contributions for participating team members—dollar for dollar, on the first 3% of your salary.

Participants will make investment choices for their accounts. Participants can change the amount he/she chooses to contribute to the plan at any time.

9.8 PERSONAL INFORMATION

Employees must notify Visit Sarasota County of any change of address, telephone number, family status (marriage, divorce), or in the number of the employee's dependents. Employees must also keep their emergency contact information up to date.

10. TERMINATION OF EMPLOYMENT

10.1 EMPLOYMENT TERMINATION

Since employment with Visit Sarasota County is at-will, both the employee and Visit Sarasota County have the right to terminate the employment relationship at any time, with or without cause, and with or without prior notice.

Employees are requested to provide Visit Sarasota County with a minimum of two (2) weeks' written notice in advance of resignation from employment. Please note that, pursuant to the company's Paid Time Off (PTO) policy contained in this Handbook, an employee will forfeit any payout of accrued but unused PTO in the event the employee does not provide Visit Sarasota County with such two (2) weeks' prior notice of resignation.

Employees will receive their final pay in accordance with applicable law. Visit Sarasota County may conduct an exit interview to discuss various matters, facilitate the return of Visit Sarasota County property, discuss final pay, and the like.

10.2 RETURN OF COMPANY PROPERTY

Departing employees are required to return to Visit Sarasota County all property belonging to the organization. If all of Visit Sarasota County's property in the employee's possession, custody, or control is not returned before the employee's last day of employment, Visit Sarasota County may withhold the employee's final paycheck(s) and, if the property is not returned within a reasonable time, thereafter, may reduce the wages and salary on the employee's final paycheck to minimum wage and/or minimum salary, to the extent permitted by applicable law. Notwithstanding the foregoing, Visit Sarasota County does not waive or release the right to pursue civil and criminal remedies to the fullest extent of the law if an employee engages in theft or conversion of company monies or property.

10.3 EMPLOYMENT REFERENCES

Visit Sarasota County will only respond to reference check inquiries that are submitted in writing. Responses will be made in writing and will only confirm dates of employment, wage rates, and position(s) held. No other employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

11. ACKNOWLEDGEMENT OF RECEIPT OF EMPLOYEE HANDBOOK

All employees must sign and return this Acknowledgment of Receipt of Employee Handbook to the VP of Finance and Administration in order to be eligible for employment or continued employment with Visit Sarasota County.

The Employee Handbook describes important information about employment at Visit Sarasota County. Therefore, I acknowledge that I will read the Employee Handbook and further understand that I should consult with my supervisor, the VP of Finance and Administration, or any member of management regarding any questions that I have regarding the Employee Handbook.

I understand that my employment with Visit Sarasota County is at-will. Accordingly, either Visit Sarasota County or I can terminate the employment relationship at any time, with or without cause, and with or without prior notice.

No manager, supervisor, or employee of Visit Sarasota County, other than the President & CEO, has any authority to enter into an agreement on behalf of Visit Sarasota County for employment for any specified period of time or to make an agreement for employment other than at-will. Only the President & CEO of Visit Sarasota County has the authority to make any such agreement, and then only in writing.

The Employee Handbook is not a contract. The information, policies, and benefits described in the Employee Handbook are necessarily subject to change. I acknowledge that revisions to the Employee Handbook may occur from time to time, except that no change may be made to the policy of employment at-will. Any changes to the Employee Handbook will be communicated by Visit Sarasota County, and I understand that the revised information may supersede, modify, or eliminate existing policies.

Only the President & CEO of Visit Sarasota County has the authority to adopt any changes to the policies in this Employee Handbook or to alter the employment at-will relationship.

Employee Printed Name

Employee Signature

Date